

PROCEDURE 1380.01
Issued: November 2000
Effective Date: October 13, 2001

SUBJECT: Project Management Tool Standard

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To promote effective and efficient management of IT based (systems and software development, telecommunications, and IT consulting) projects in a uniform way throughout state government.

CONTACT AGENCY: Department Information Technology Solutions (DIT)
Office of Strategic Policy

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SUMMARY: Executive Branch agencies that perform IT based projects shall adopt and implement the enterprise project management tool (Niku Portfolio Manager Suite). Alternatively, Executive Branch agencies that perform IT based projects may adopt MS Project as their project scheduling tool.

APPLICABLE FORMS: Database:

The enterprise-wide standard database for the Niku Repository is Oracle.

PROCEDURES:

General Information: The Project Management Institute (PMI) is the leading professional organization dedicated to advancing the practice of managing projects and publishes the industry standard project management methodology in its Project Management Book of Knowledge (PMBOK).

Project management (PM) software is designed to assist management with planning, scheduling, and tracking of project related information. As with most software, PM software functionality varies. Basic project management software must perform the following:

Project schedule development
Project plan management
Task tracking and analysis
Project reporting.

To serve a larger community, enterprise PM software must be more robust. In addition to these basic tasks, Enterprise project management software enforces business rules as stated in the PMBOK and provides for:

Resource management and reporting
Project portfolio management and reporting
Inclusion of Microsoft Project 98 (or later) project schedules.

It organizes projects within a central repository and provides for:
Project level security

Project templates based on the PMBOK
Web interfaces

The adoption of enterprise PM software provides the State of Michigan an automated, collaborative approach to project management at both the enterprise and agency levels. This solution provides project managers consolidated project information, and provides senior management a summary “rolled up” view of all projects.

The State of Michigan has adopted the Niku Portfolio Manager Suite as the Enterprise PM tool solution.

Maintenance:

DMB: Acquisition Services shall not approve any acquisition or purchase request without confirmation from the Department of Information Technology, Office of Research and Policy that such request is in compliance with the standard.

Agencies: Agencies may implement either Niku Workbench or MS Project as their project scheduling tool. The Enterprise PM tool will accept MS Project schedules into the central repository for inclusion in portfolio management and reporting.

For additional guidance on project management refer to the State's project management methodology (PMM), standard 1380.02 and the State's systems development lifecycle (SDLC), standard 1310.07, documents. Contact the Office of Research and Policy for more information regarding the procurement and implementation of this tool suite.

Any and all projects, consulting requests, equipment and software acquisition requests, or ITB's relating to Project Management tools will be subject to review for compliance with this standard.

DIT: The Office of Strategic Policy, through the use of a work group consisting of multiple state agency representatives, will review this standard annually and make appropriate recommendations to the Department of Information Technology (DIT).

The Office of Strategic Policy will review this standard on a continuing basis and make recommendations for changes. An appropriate group of staff, representing a wide-range of state operational units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template. Under special circumstances, vendors that are compelled to use an alternate PM tool must submit an exception request to the Department of Information Technology (DIT), Office of Research and Policy for evaluation and approval of the alternate tool prior to proposal evaluation by the state.
